

## Creating a Travel Authorization in the Travel Hub

A Travel Authorization, or TRAUTH, is a formal request to travel. Per policy, authorization for all out-of-state travel must be requested in advance.

Travel Authorizations are automatically routed for approval as follows:

Traveler > Travel Reviewer > Supervisor > (Optional Level 2 Approver)

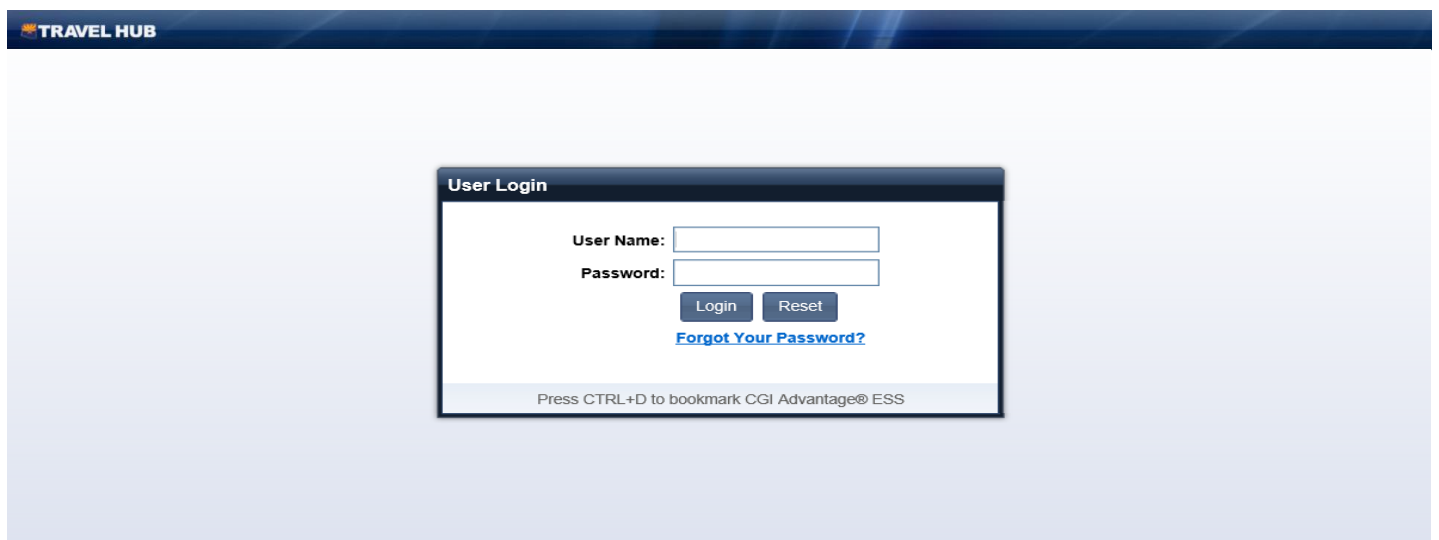
In some circumstances, the Authorization may also be routed to the Agency Head or to the General Accounting Office. See the Travel section of the State of Arizona Accounting Manual for more information.

It is critical that Authorizations be submitted well in advance of planned travel in order to allow for the necessary approvals.

It is important to remember that although the Travel Hub refers to certain types of expenses as “Per Diem,” the State of Arizona does not use per diem reimbursement. The State of Arizona requires that expenses be actual amounts up to a maximum allowable reimbursement. The Per Diem amount that you see on the Per Diem screen is the maximum allowable reimbursement for that day’s lodging expenses. You will enter the actual expense.

### Procedure: Creating a new Travel Authorization

#### A. Log in to the Travel Hub



The screenshot shows the Travel Hub User Login interface. At the top, there is a dark blue header with the "TRAVEL HUB" logo. Below the header, the main content area is light blue. In the center, there is a white box with a dark blue border titled "User Login". Inside this box, there are two input fields: "User Name:" and "Password:". Below the "Password:" field, there are two buttons: "Login" and "Reset". Below the buttons, there is a link that says "Forgot Your Password?". At the bottom of the white box, there is a small text line that says "Press CTRL+D to bookmark CGI Advantage® ESS".

## Creating a Travel Authorization in the Travel Hub

- B. Click on the *Travel and Expense* tab.
- C. Click the *Create Travel Authorization* button.

The screenshot shows the Travel Hub interface. At the top, there is a navigation bar with the "TRAVEL HUB" logo and two tabs: "Home" and "Travel and Expense". A red arrow points to the "Travel and Expense" tab with the text "Click Here". Below the navigation bar, there is a section titled "Travel Authorizations". This section contains a certification statement, a "Create Travel Authorization" button with a red arrow pointing to it and the text "Select", and two dropdown menus: "Trip Range:" set to "Last 3 Months" and "Sort By:" set to "Trip Start Date". Below these are three tabs: "Draft Authorizations", "Submitted Authorizations", and "Approved Authorizations". The "Draft Authorizations" tab is active, showing a table with the following data:

Trip Name	Trip ID	Trip Start Date	Amount	Advance	Document ID	Modify	Copy
Conference	ESSTRVL0000582	03/06/2017	400.00	N	ESS170000318		

A red arrow points from the "Amount" column of the table to a red box containing the text: "Change to 'ALL' if you don't see your file here".

## Creating a Travel Authorization in the Travel Hub

D. Enter the following in the General Information Tag:

**Travel Expense Report**

**General Information** | Trip Details | Accounting

\* Traveler ID: 169867

Traveler Name: Tarango, Lawrence

Email Address: LAWRENCE.TARANGO@

Send Email Notification: ☒ ← 1

\* Trip ID:

\* Trip Name: Safford ← 2

\* Purpose of Trip: Training ← 3

Destination Name: SAFFORD, AZ, USA ← 4

City: SAFFORD

State/Province: AZ

Country: USA

Traveler Department:

Traveler Unit:

\* Travel Start Date: 02/13/2017 ← 5

Travel Start Time: 08:00 ← 6

\* Travel End Date: 02/15/2017 ← 7

Travel End Time: 17:00 ← 8

\* Travel Type: In-State ← 9

Final Trip Expense Report: ☐

Client-Related Travel: ☐

Multi-Segment Trip: ☐

Late Expense Report Explanation: ← 10

Actual Amount: 0.00

**Generate Accounting Lines**

**Save** **Submit Report** **Discard**

1. If you would like to receive an email notification, **click** the *Send Email Notification* box. The email will be sent to the email address displayed in the Email Address field directly above the box. This email address is pulled from your personnel record and cannot be changed here. If the address is incorrect, please update your contact information in YES or contact your supervisor to have it changed in HRIS.
2. *Trip Name*. Enter a name that is unique to the trip and will be clear to someone reviewing the authorization.
3. *Purpose of Trip*. Describe the purpose of the trip so that it will be clear to someone reviewing the authorization.
4. *Destination Name*. Select the city you will be traveling to. You can start typing the city, which will display a listing of matching cities, or use the pick list to search for and select the city. The City, State and Country will fill in based upon your selection.
5. *Travel Start Date*. Use the date picker to select the first day of the trip.
6. *Travel Start Time*. Enter the start time of the trip using military time (i.e., 8:00 am = 8:00, 8:00 pm = 20:00)
7. *Travel End Date*. Use the date picker to select the first day of the trip.
8. *Travel End Time*. Enter the end time of the trip using military time. (i.e., 8:00 am = 8:00, 8:00 pm = 20:00)
9. *Travel Type*. Select the type of travel (in-state, out-of-state, both in and out of state, or international)

## Creating a Travel Authorization in the Travel Hub

10. *Late Expense Report Explanation*: Required only if submitting a late Expense report as defined in SAAM.

E. Click *Save*

F. Click the *Trip Details* Tab

Travel Authorization

General Information **Trip Details** Accounting

+ Add New Line    Mileage    Per Diem    Attach a Receipt    Attach a Quote

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
02/13/2017	ISLO	In-State Lodging	Out of Pocket		Safford, AZ, USA		

**General Information**

\* Transaction Date: 02/13/2017 ← 1    Accounting Profile:

\* Start Date: 02/13/2017    Accounting Template: APPROPRIATION- ADOI Cor

\* End Date: 02/15/2017 } 2 Auto Filled    Registration Due Date:

\* Expense Type: ISLO ← 3    Receipt Required: ☒

Expense Name: In-State Lodging    Quote Required: ☐

G. Click the *Trip Details* tab. The Travel Hub provides blank detail lines to get started with whenever you first enter a Trip Details screen. Enter the following information.

1. *Transaction Date*. Use the date picker to select the first day of the trip.
2. *Start and End Date*. Verify that the Start and End Date fields match what was entered on the home screen.
  - Start Date and End Date will automatically fill from the General Information Tab Entry.
3. *Expense Type*. Select the type of expense (see the Expense Type Reference.) Additional fields to be completed will depend upon the type of expense selected. Here, we will focus on entering the most common expense types for Travel Authorizations, which consist of Airfare, Lodging, Conference Lodging, and Meals.

**PLEASE NOTE: YOU MUST CLICK "ADD A NEW LINE" FOR EVERY EXPENSE TYPE ADDED.**

- Entering Airfare in a Travel Document
- Entering Lodging in a Travel Document
- Entering Meals in a Travel Document

## Creating a Travel Authorization in the Travel Hub

	Expense Type	Name		Expense Type	Name
<a href="#">Select</a>	CHLD	DCS - Child Travel Exp	<a href="#">Select</a>	OCAF	Out-of-Country Airfare
<a href="#">Select</a>	IEDM	In-State Extended Day Meal	<a href="#">Select</a>	OCCR	Out-of-Country Car Rental
<a href="#">Select</a>	ISCC	In-State Common Carrier	<a href="#">Select</a>	OCLO	Out-of-Country Lodging
<a href="#">Select</a>	ISCL	In State Conference Lodging	<a href="#">Select</a>	OCNM	Out-of-Country Meals - Nontaxable
<a href="#">Select</a>	ISDM	In-State Same Day Meal	<a href="#">Select</a>	OCTM	Out-of-Country Meals - Taxable
<a href="#">Select</a>	ISLO	In-State Lodging	<a href="#">Select</a>	OSAF	Out-of-State Airfare
<a href="#">Select</a>	ISLT	In-State Lodging Taxes	<a href="#">Select</a>	OSCL	Out-of-State Conference Lodging
<a href="#">Select</a>	ISME	In-State Misc Expenses	<a href="#">Select</a>	OSCR	Out-of-State Car Rental
<a href="#">Select</a>	ISNM	In-State Meals - Nontaxable	<a href="#">Select</a>	OSLO	Out-of-State Non-Conf Lodging
<a href="#">Select</a>	MILE	Private Vehicle Mileage	<a href="#">Select</a>	OSLT	Out-of-State Lodging Taxes
<a href="#">Cancel</a>	<a href="#">First</a> <a href="#">Previous</a> <a href="#">Next</a> <a href="#">Last</a>		<a href="#">Cancel</a>	<a href="#">First</a> <a href="#">Previous</a> <a href="#">Next</a> <a href="#">Last</a>	

\*example Expense Type selection pick list

# Creating a Travel Authorization in the Travel Hub

## Entering Airfare, Lodging, Meals and Mileage Expense Types:

### Procedure: Entering Airfare or other Common Carrier Charges

Airfare Expenses are added at the Trip Details screen. The Travel Hub provides a blank detail line when you first enter a Trip Details screen. This happens on the main Trip Details tab as well as on the Per Diem and mileage screens. Use this line to enter your first trip detail, per diem, or mileage line rather than adding a new line immediately. After completing the “starter” line you can begin adding lines for additional detail.

H. You are at the Trip Details screen.

**Travel Authorization**

General Information **Trip Details** Accounting

+ Add New Line    Mileage    Per Diem

Attach a Receipt    Attach a Quote

Browse...    Browse...

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
03/07/2017	OSAF	Out-of-State Airfare	PCard		San Diego, CA, USA		

**General Information**

\* Transaction Date: 03/07/2017 ← 1

\* Start Date: 03/07/2017

\* End Date: 03/08/2017 } Auto Filled

\* Expense Type: OSAF ← 3

Expense Name: Out-of-State Airfare

Destination Name: San Diego, CA, USA

City: San Diego

State/Province: CA

Country: USA } Auto Filled

\* Authorized Expenses: ← 4

Requested Advances:

Accounting Profile:

Accounting Template: APPROPRIATION- ADOl Cor

Registration Due Date:

Receipt Required: ☒

Quote Required: ☒

Expense Explanation: ← 6

**Payment Information**

\* Payment Method: PCard ← 5

Save    Submit Report



## Creating a Travel Authorization in the Travel Hub

- I. If using the “starter” line, begin **entering** the following information. Otherwise, **click** the *Add New Line* link.
- J. Enter the expense information
1. *Transaction Date*. Use the date picker to select the first day of the trip.
  2. *Start and End Date*. Verify that the Start and End Date fields match what was entered on the home screen.
  3. *Expense Type*. Select the appropriate airfare or common carrier expense type. *For example:*
    - OSAF – Out-of-State-Airfare
    - OCAF – Out of Country Airfare
  4. *Authorized Expenses*. This field is only entered when creating a Travel Authorization. Enter the anticipated airfare or other common carrier charge.
  5. *Payment Method*. Select the method used to pay the expense (Out of Pocket, PCard (CTA), or Direct Pay.) This will usually be PCard (CTA). Note: if PCard (CTA) (Central Travel Account) or Direct Pay are selected, attach documentation regarding the purchased or paid travel arrangements. For example, you would attach the airfare quote for airfare purchased with the PCard (CTA). **Note: the traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.**
  6. *Expense Explanation*. Enter the expense explanation, including the Start and End times of the travel. If you have selected an Airfare expense type, also include the name of the airline.
- K. **Attach** the Quote: To attach a Quote or Receipt you would click the Browse button underneath the Quote line in the Trip Details Tab. See below:

The screenshot shows the 'Travel Authorization' window with the 'Trip Details' tab selected. The form has three main sections: 'General Information', 'Trip Details', and 'Accounting'. Under 'Trip Details', there are buttons for 'Add New Line', 'Mileage', and 'Per Diem'. Below these are 'Attach a Receipt' and 'Attach a Quote' buttons, each with a 'Browse...' button next to it. Red arrows point from the 'Attach a Receipt' and 'Attach a Quote' buttons to their respective 'Browse...' buttons. At the bottom, there is a table with the following columns: Transaction Date, Expense Type, Expense Name, Payment Method, Authorized Expenses, Destination Name, Copy Line, and Remove Line.

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
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- L. **Click Save.**

## Procedure: Entering Standard Lodging

Lodging is entered as an expense on the Trip Details screen. Once all trip detail information has been entered, you will click on the *Generate Per Diem Lines* button to create each day of lodging detail based upon the start and end dates of the lodging expense. This Per Diem information will also need to be completed.

The Travel Hub provides a blank detail line when you first enter a Trip Details screen. This happens on the main Trip Details tab as well as the Per Diem and mileage screens. Use this “starter” line to enter your first trip detail, per diem, or mileage line rather than adding a new line immediately. After completing the “starter” line you can begin adding lines for additional detail.

- M. You are at the Trip Details screen.

## Creating a Travel Authorization in the Travel Hub

Travel Authorization

General Information
Trip Details
Accounting

Add New Line
Mileage
Per Diem

Attach a Receipt
Attach a Quote

Browse...
Browse...

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
03/07/2017	OSAF	Out-of-State Airfare	PCard	250.00	San Diego, CA, USA		
03/07/2017	OSLO	Out-of-State Non-Conf Lodging	Out of Pocket		San Diego, CA, USA		

General Information

\* Transaction Date: 03/07/2017

\* Start Date: 03/07/2017

\* End Date: 03/08/2017

\* Expense Type: OSLO

Expense Name: Out-of-State Non-Conf Lc

Destination Name: San Diego, CA, USA

City: San Diego

State/Province: CA

Country: USA

\* Authorized Expenses:

Requested Advances:

Accounting Profile:

Accounting Template: APPROPRIATION- ADOI Con

Registration Due Date:

Receipt Required:

Quote Required:

Expense Explanation: Lodging

Generate Per Diem Lines

Payment Information

\* Payment Method: Out of Pocket

Save
Submit Report

N. If using the “starter” line, begin entering the following information. Otherwise, **click** the *Add New Line* link.

O. **Enter** the trip detail information

1. *Transaction Date*. Use the date picker to select the first day of the trip.
2. *Start and End dates*. These are the Start and End of the trip. Verify that these dates match what the dates on the home screen. If lodging will not be necessary for all trip dates, these dates can be changed to reflect the correct dates lodging expenses will be incurred.
3. *Expense Type*. Select the lodging expense type appropriate for your trip.



## Creating a Travel Authorization in the Travel Hub

- OSLO – Out-of-State Non-Conf Lodging
- OCLO – Out-of-Country Lodging
- ISLO – In-state Non-Conf Lodging

4. **Authorized Expenses.** This field will automatically populate when the fields on the Per Diem screen have been completed and saved.
5. **Payment Method.** Select the method used to pay the expense (out of pocket, PCard (CTA), or Direct Pay.) This will usually be out of pocket. Note: if PCard (CTA) (Central Travel Account) or Direct Pay are selected, attach documentation showing the information regarding the purchased or paid travel arrangements. For example, you would attach the airfare quote for airfare purchased with the PCard (CTA). Note that the traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.
6. **Expense Explanation.** Enter the explanation, including the Start and End times for the travel, and the name of the hotel at which you are staying.

P. **Click Save.**

Q. **Click the Generate Per Diem button.** The Per Diem screen will open. Lines for lodging and the maximum allowable reimbursement on each day of the trip will already be populated.

R. **Select** the line you wish to work with.

**Travel Authorization**
?
✕

**Per Diem**  
+ **Add New Line**

Highlighted line indicates where entry will be placed

Date	Destination Name	Lodging	Breakfast	Lunch	Dinner	Incidentals	Per Diem Amount	Claimed Amount	Remove Line
03/07/2017	San Diego, CA, USA	true	false	false	false	false	162.00		

**\* Date:**

**Destination Name:**

**Explanation:**

**Claimed Amount:**  ← 2 - Enter

**Lodging:** ☒

**Breakfast:** ☐

**Lunch:** ☐

**Dinner:** ☐

**Incidentals:** ☐

1 - Click
3 - Click

Back to Trip Details

Calculate Per Diem

← Click to save entries before leaving screen

S. **Complete** the per diem information for each line.

1. **Click** the highlighted line on the top part of the screen to select the line you want to complete.

## Creating a Travel Authorization in the Travel Hub

2. **Claimed Amount.** Click into the *Claimed Amount* field to enter the anticipated (Travel Authorization) lodging expense. Note: certain types of lodging taxes do not count against the maximum allowable rate. In such cases, you will enter those taxes separately, and should only enter the actual nightly charge for the hotel in the Per Diem Screen.
  3. **Click** the highlighted line again to save the entry.
- T. **Repeat** Step S for each lodging line. When all lines are complete, proceed to Step U.
- U. **Click** *Calculate Per Diem* to save the entry.
- V. **Click** *Back to Trip Details*. The *Authorized Amount* field will be filled in on a Travel Authorization document. Both the *Authorized Amount* and the *Actual Amount* fields will be filled in on the Expense Report document, if the Expense Report was created from a completed Travel Authorization.
- W. **Attach** the Quote or Receipt. To attach a Quote or Receipt, click the Browse button underneath Attach a Quote line in the Trip Details Tab. See below:

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
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- X. **Click** *Save*.

### Procedure: Entering Conference Lodging

Conference lodging is its own expense type and is handled differently than standard lodging. For example, conference lodging goes through an additional approval process, the conference brochure must be attached to the Travel Authorization and to the Expense Report, and the travel document must indicate whether the lodging being requested/claimed is equal to/below or above the single-occupancy conference brochure rate.

For conference lodging, the Travel Reviewer must complete an additional step in AFIS. The Travel Reviewer must fill in one of two fields: either "Claimed amount is less/equal to Brochure" or "Claimed amount is greater than brochure," as appropriate for the lodging costs which is located on the Header Page and the Extended Description Tab. Additional approvals are triggered from the entries in the fields.

## Creating a Travel Authorization in the Travel Hub

A. You are at the Trip Details screen.

Travel Authorization

General Information | **Trip Details** | Accounting

[Add New Line](#) [Mileage](#) [Per Diem](#)

[Attach a Receipt](#) [Browse...](#) [Attach a Quote](#) [USPA\\_Conference\\_Brochure.pdf](#) [Browse...](#)

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
03/06/2017	OSCL	Out-of-State Conference Lodging	Out of Pocket		San Diego, CA, USA		

**General Information**

\* Transaction Date: 03/06/2017 ← 1

\* Start Date: 03/06/2017 ← 2

\* End Date: 03/08/2017 ← 3

\* Expense Type: OSCL ← 3

Expense Name: Out-of-State Conference

Destination Name: San Diego, CA, USA ← 4

City: San Diego

State/Province: CA

Country: USA

\* Authorized Expenses: ← 4

Requested Advances:

Accounting Profile:

Accounting Template: APPROPRIATION- ADOL Cor

Registration Due Date:

Receipt Required: ☒

Quote Required: ☐

Expense Explanation: ← 6

[Generate Per Diem Lines](#)

**Payment Information**

\* Payment Method: Out of Pocket ← 5

[Save](#) [Submit Report](#)

B. If using the “starter” line, begin entering the following information. Otherwise, **click** the *Add New Line* link.

C. **Enter** the trip detail information

1. *Transaction Date*. Use the date picker to select the first day of the trip.

## Creating a Travel Authorization in the Travel Hub

2. *Start and End* date dates. These are the Start and End of the trip. Verify that these match what was entered on the home screen. If you will not require conference lodging for all dates of the trip, adjust the dates accordingly.
3. *Expense Type*. Select the lodging taxes expense type appropriate for your trip. For example:
  - ISCL – In-State Conference Lodging
  - OSCL - Out-of-State Conference Lodging
  - OCCL – Out-of-Country Conference Lodging
4. *Authorized Expenses*. When creating a Travel Authorization, this field will automatically populate when the Per Diem amounts completed and saved on the Per Diem screen.
5. *Payment Method*. Select the method used to pay the expense (out of pocket, PCard (CTA), or Direct Pay.) This will usually be out of pocket. Note: If PCard (CTA) (Central Travel Account) or Direct Pay are selected, attach documentation showing the information regarding the purchased or paid travel arrangements. For example, you would attach the lodging quote for conference lodging purchased with the PCard (CTA). Note that the traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.
6. *Expense Explanation*. Enter the explanation, including the Start and End times for the travel, and the name of the hotel at which you are staying.

D. **Click** *Save*.

E. **Click** the *Generate Per Diem* button. The Per Diem screen will open. Lines for lodging and the maximum allowable reimbursement on each day of the trip will already be populated.

F. **Select** the line you wish to work with.

## Creating a Travel Authorization in the Travel Hub

**Travel Authorization**

**Per Diem**

**Add New Line**

Highlighted line indicates where entry will be placed

Date	Destination Name	Lodging	Breakfast	Lunch	Dinner	Incidentals	Per Diem Amount	Claimed Amount	Remove Line
03/06/2017	San Diego, CA, USA	true	false	false	false	false	162.00		
03/07/2017	San Diego, CA, USA	true	false	false	false	false	162.00		

\* Date: 03/06/2017

Destination Name: San Diego, CA, USA

Explanation:

Claimed Amount:  ← 2 - Enter

Lodging: ☒

Breakfast: ☐

Lunch: ☐

Dinner: ☐

Incidentals: ☐

Back to Trip Details Calculate Per Diem ← Click to save entries before leaving screen

G. **Complete** the per diem information for each line.

1. Click the highlighted line on the top part of the screen to select the line you want to complete.
2. **Claimed Amount.** Click into the *Claimed Amount* field to enter the anticipated lodging expense. Note: certain types of lodging taxes do not count against the maximum allowable rate. In such cases, you will enter those taxes separately, and should only enter the actual nightly charge for the hotel in the Per Diem Screen.
3. Click the highlighted line again to save the entry.

H. **Repeat** Step G and for each lodging line. When all lines are complete, proceed to Step I.

I. Click *Calculate Per Diem* to save the values.

J. Click *Back to Trip Details*. The *Authorized Amount* field will be filled in on a Travel Authorization document. Both the *Authorized Amount* and the *Actual Amount* fields will be filled in on the Expense Report document that has been created from a completed Travel Authorization.

K. **Attach** the Quote and/or Brochure. To attach a Quote or Brochure, you would click the Browse button underneath Attach a Quote line in the Trip Details Tab. See below:

## Creating a Travel Authorization in the Travel Hub

Travel Authorization

General Information | **Trip Details** | Accounting

+ Add New Line   Mileage   Per Diem

Attach a Receipt   Attach a Quote

Browse...   Browse...

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line

L. Click Save.

### Procedure: Entering Meals with an Overnight Stay

Meals and Incidentals are entered as an expense on the Trip Details screen. Once all trip detail information has been entered, you will click on the Generate Per Diem lines to create each day's meals and incidentals detail based upon the start and end dates of the trip. This Per Diem information will also need to be completed.

M. You are at the Trip Details screen.

Travel Authorization

General Information | **Trip Details** | Accounting

+ Add New Line   Mileage   Per Diem

Attach a Receipt   Attach a Quote

Browse...   Browse...

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
03/14/2017	OSNM	Out-of-State Meals - Overnight, Nontaxable	Out of Pocket		SAN DIEGO, CA, USA		

**General Information**

\* Transaction Date: 03/14/2017 ← 1

\* Start Date: 03/14/2017

\* End Date: 03/16/2017 } Auto Filled

\* Expense Type: OSNM

Expense Name: Out-of-State Meals - Over

Destination Name: SAN DIEGO, CA, USA ← 3

City: SAN DIEGO

State/Province: CA

Country: USA } Auto Filled

\* Authorized Expenses: ← 4

Requested Advances:

Accounting Profile:

Accounting Template:

Registration Due Date:

Receipt Required: ☐

Quote Required: ☐

Expense Explanation: ← 6

Generate Per Diem Lines ← Q

**Payment Information**

\* Payment Method: Out of Pocket ← 5

Save   Submit Report



## Creating a Travel Authorization in the Travel Hub

N. If using the “starter” line, begin entering the following information. Otherwise, **click** the *Add New Line* link.

O. **Enter** the trip detail information

1. *Transaction Date*. Use the date picker to select the day of the transaction. It is recommended that you the date of the first day of the trip.
2. *Start and End* dates. These are the Start and End of the trip. Verify that these match what was entered on the home screen.
3. *Expense Type*. Select the meal expense type appropriate for your trip. For example:
  - ISNM – In-State Meals - Overnight, Nontaxable
  - OSNM – Out-of-State Meals – Overnight - Meals with Overnight Stay
  - OCNM – Out-of-Country Meals – Nontaxable - Meals with Overnight Stay
4. *Authorized Expenses*. This field will automatically populate when the Per Diem amounts are entered and saved on the Per Diem screen.
5. *Payment Method*. Select the payment method. This will be Out of Pocket.
6. *Expense Explanation*. Enter the explanation, including the Start and End times for the travel. This field is required.


P. **Click** *Save*.

Q. **Click** the *Generate Per Diem* button. The Per Diem screen will open. Lines for meals and incidentals and the maximum allowable reimbursement on each day of the trip will already be populated.




## Creating a Travel Authorization in the Travel Hub


R. **Select** the line you wish to work with.


**Travel Authorization**


**Per Diem**  
 **Add New Line**

Highlighted line indicates where entry will be placed

Date	Destination Name	Lodging	Breakfast	Lunch	Dinner	Incidentals	Per Diem Amount	Claimed Amount	Remove Line
03/14/2017	San Diego, CA, USA	false	true	true	true	true	40.50		
03/15/2017	San Diego, CA, USA	false	true	true	true	true	54.00		
03/16/2017	PHOENIX, AZ, USA	false	true	true	true	true	36.75		

\* Date:  

Destination Name:  

Explanation:   ← 1

Claimed Amount:  ← 2 - Enter

Lodging: ☐  
 Breakfast: ☒  
 Lunch: ☒  
 Dinner: ☒  
 Incidentals: ☒

← Click twice to save entries before leaving screen

R - Click  
 3 - Click

S. Enter the meal and incidentals information:

1. **Expense Explanation.** Enter information about any incidentals being claimed. The field is optional.
2. **Claimed Amount.** Click the highlighted line and move the mouse down to enter the anticipated meal expenses on the *Claimed Amount* field below. Note: The travel system will not allow the Claimed Amount to be over the Per Diem Amount.
3. **Click** the highlighted line again to save the entry.

T. **Repeat** steps S for each day's meals.

U. **Click** *Calculate Per Diem* to save the information.

V. **Click** *Back to Trip Details*.

W. **Click** *Save*.

X. **Attach** quotes for any expenses that require them. There is a check box on the Trip Details for each expense entered on the Travel Authorization that indicates whether a quote or receipt is required for that expense. To attach a Quote, you would click the Browse button underneath Attach a Quote and choose from a saved file designated by you the traveler. See below:

## Creating a Travel Authorization in the Travel Hub

Travel Authorization

General Information | **Trip Details** | Accounting

+ Add New Line    Mileage    Per Diem

Attach a Receipt    Attach a Quote

Browse...    Browse...

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
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- Y. **Click Save.**
- Z. **Click Submit** to submit the request to the next step in the process, or close the window to save the document to edit and submit later.

### Procedure: Modifying an existing Travel Authorization

You can save an authorization in progress and come back to modify it later. You might also need to modify an authorization when the document has been rejected by an up-line reviewer or approver. In both cases, the authorization will appear on the Draft tab in the Travel Authorization widget of the Travel Hub. If a change is needed:

- A. **Log in** to the Travel Hub
- B. **Click** the *Travel and Expense* tab.
- C. **Click** the *Draft Authorizations* tab.
- D. **Find** the Authorization you wish to modify.
- E. **Click** the *Modify* icon (pencil icon to the right of the Trip Name).
- F. **Edit** the Authorization as needed.
- G. **Click Save**
- H. **Click Submit** to submit the request to the next step in the process, or close the window to save the document to edit and submit later.

### Procedure: Viewing Submitted or Approved Authorizations

- A. **Log in** to the Travel Hub
- B. **Click** the *Travel and Expense* tab.
- C. **Click** the *Submitted Authorizations* tab to view authorizations that you have submitted that are still in the approval process.
- D. **Click** the *Approved Authorizations* to view authorizations that have been approved through the approval process.

## Creating a Travel Authorization in the Travel Hub

### Procedure: Creating and Expense Report from an Approved Authorization

- A. **Log in** to the Travel Hub
- B. **Click** the *Travel and Expense* tab.
- C. **Click** the *Approved Authorizations* to view authorizations that have been approved through the approval process.
- D. **Locate** the approved authorization for which you want to create an expense report and click on the “Create Expense Report” icon. The Expense Report will be pre-populated with the information you entered on the Travel Authorization.